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THE NEW MEXICO STATE SENATE 2013

District 1	William E. Sharer	Republican
District 2	Steven P. Neville	Republican
District 3	John Pinto	Democrat
District 4	George K. Muñoz	Democrat
District 5	Richard C. Martinez	Democrat
District 6	Carlos R. Cisneros	Democrat
District 7	John Patrick Woods "Pat"	Republican
District 8	Pete Campos	Democrat
District 9	John M. Sapien	Democrat
District 10	John Christopher Ryan	Republican
District 11	Linda M. Lopez	Democrat
District 12	Gerald Ortiz y Pino	Democrat
District 13	Bill B. O'Neill	Democrat
District 14	Michael Padilla	Democrat
District 15	Daniel A. Ivey-Soto	Democrat
District 16	Cisco McSorley	Democrat
District 17	Timothy M. Keller	Democrat
District 18	Lisa Torracio	Republican
District 19	Sue Wilson Beffort	Republican
District 20	William H. Payne	Republican
District 21	Mark Moores	Republican
District 22	Benny Shendo, Jr.	Democrat
District 23	Sander Rue	Republican
District 24	Nancy Rodriguez	Democrat
District 25	Peter Wirth	Democrat
District 26	Jacob Candelaria	Democrat
District 27	Stuart Ingle	Republican
District 28	Howie Morales	Democrat
District 29	Michael S. Sanchez	Democrat
District 30	Clemente Sanchez	Democrat
District 31	Joseph Cervantes	Democrat
District 32	Cliff R. Pirtle	Republican
District 33	William F. Burt	Republican
District 34	Ron Griggs	Republican
District 35	John Arthur Smith	Democrat
District 36	Lee S. Cotter	Republican
District 37	William P. Soules	Democrat
District 38	Mary Kay Papen	Democrat
District 39	Phil A. Griego	Democrat
District 40	Craig W. Brandt	Republican
District 41	Carroll H. Leavell	Republican
District 42	Gay G. Kernan	Republican

OFFICERS OF THE SENATE

PRESIDENT PRO TEMPORE

MAJORITY FLOOR LEADER

Michael S. Sanchez **

MINORITY FLOOR LEADER

Stuart Ingle **

MAJORITY WHIP

MINORITY WHIP

William H. Payne **

MAJORITY CAUCUS CHAIR

MINORITY CAUCUS CHAIR

Steven P. Neville **

PRESIDING OFFICER

John A. Sanchez

CHIEF CLERK

Lenore M. Naranjo **

SERGEANT - AT- ARMS

David G. Pacheco **

** From Fiftieth Legislature, First Session

The powers of the government of this state are divided into three distinct departments, the legislative, executive and judicial, and no person or collection of persons charged with the exercise of powers properly belonging to one of these departments, shall exercise any powers properly belonging to either of the others, except as in this constitution otherwise expressly directed or permitted....

N.M. Const. Article III, Section 1

OFFICE OF THE CHIEF CLERK
Room 115
Lenore M. Naranjo, Chief Clerk

The Office of the Chief Clerk, during the time the legislature is in session, is a constitutional office (*Article IV, Section 9*). The Chief Clerk is elected at the beginning of each session (*see "session" definition under Glossary*) by the members of the Senate and serves as the chief administrative officer of the Senate and is governed by Senate Rules 5-1 through 5-3.

In addition to administrative functions, the Chief Clerk is also responsible for the preparation and review of the operating budget during a legislative session as well as the budget for the operation of the interim Office of the Chief Clerk and staff.

The Chief Clerk's office is staffed to assist the Clerk in receiving messages from the Governor and the House of Representatives, receiving reports of standing committees, maintaining a journal of proceedings and enrolling and engrossing bills for the Governor's signature plus numerous other duties. The Clerk also supervises all legislative staff, with the exception of the Sergeant-at-Arms and his staff.

The Chief Clerk's office is here to assist the members and to make their role as legislators as easy as possible.

Pursuant to *Sections 2-14-1 through 2-14-4 NMSA 1978 (Laws 1993)*, the Office of the Chief Clerk was authorized to operate during the interim between regular legislative sessions, to provide support to members of the Senate; such as, performing clerical duties, including assistance with general correspondence and performing routine legislative requests for constituents regarding the availability of and access to existing programs and services of state government within guidelines established by the New Mexico Legislative Council. The office performs other duties as outlined in Section 2-14-3.

The Chief Clerk and staff shall not engage in partisan political activity during the course, or in the performance of their duties.

SERGEANT-AT-ARMS
Room 118
David Pacheco, Sgt-at-arms

The Sergeant-at-Arms is a constitutional officer of the Senate (*Article IV, Section 9*) and is elected at the beginning of each session by the members of the Senate and is governed by Senate Rules 6-1 through 6-7.

The Sergeant-at-Arms is responsible for maintaining order and proper conduct at all locations designated for the use of the Senate. The office of the Sergeant-at-Arms is responsible for the monitoring of the entrances to the Senate Chamber and to see that no person remains on the floor unless entitled to the privilege, as well as monitoring entrances to the Senate gallery and committee rooms.

The Sergeant-at-Arms shall, at least one hour prior to the opening of the session, place copies of all bills, resolutions, memorials and other documents to be acted upon on the desks of members.

The Sergeant-at-Arms' office is staffed to assist the Sergeant in the performance of his duties.

The Sergeant-at-Arms' office is maintained only during the time the legislature is in session.

SENATE CHAMBER

(See Diagram of Seating Chart)

Seating assignments for members is determined by the Committees' Committee prior to the beginning of the session.

The Senate Chamber is the place where the Senate meets in floor sessions at the designated time determined by the Majority Floor Leader and all action pertaining to legislation is taken here.

Towards the beginning of the session, the Senate convenes on the floor usually for short periods of time for bill introduction, adoption of committee reports and other action. As the session progresses, the floor sessions get longer as there is more legislation to consider. During the last few days, more than one floor session may be held on a given day.

STAFF ON ROSTRUM

CHIEF CLERK

The Chief Clerk sits directly in front of the Presiding Officer. The Clerk calls the roll to establish a quorum each time the Senate convenes. Bills should be delivered to the Clerk for numbering and introduction. Written floor amendments should be turned in to the Clerk well in advance of final passage of the legislation to which the amendment pertains. The Clerk performs many tasks including calling the roll on final passage of legislation, sending messages to the House of Representatives, receiving messages from the House of Representatives and the Governor, adopting committee reports, etc.

CHIEF CLERK'S STAFF PERSON

Sits to the immediate left of the Chief Clerk and assists the Clerk in the performance of her duties.

ELECTRONIC BOARD TECHNICIAN

The electronic board positioned on the East and West walls of the Senate Chamber was introduced to the New Mexico State Senate during the Forty-First Legislature, First Session in 1993. The board displays the current action the Senate is considering. Votes are displayed on the board after final passage of legislation, confirmation of Governor's appointees, and other actions requiring a roll call vote. Other information such as bills scheduled in committees and any other business pertaining to the Senate may be displayed on the board.

VOTE COUNTERS

Two vote counters at the extreme left assist the Clerk in determining the members present and voting when the rules are suspended for a roll call vote and assist in same day distribution.

The Senate does not have an electronic voting machine, therefore, the majority of the votes are taken by suspending the rules and by showing those present voting in the affirmative except those voting in the negative by a show of hands.

READER

The Reader sits to the immediate right of the Chief Clerk and reads bills for introduction, committee reports, floor amendments, messages from the Governor and the House of Representatives and assists in vote counting.

HISTORIAN

An employee of the Legislative Council Service records the actions of the Senate proceedings for the compilation of the Daily Bill Locator.

JOURNAL CLERK

A journal of all proceedings, including messages from the Governor and House of Representatives and all votes from the opening of a session until adjournment sine die is recorded by the Journal Clerk each time the Senate convenes in floor session as directed by *Article IV, Section 12* of the Constitution. The Legislative Council Service uses the final version of the journal to reconstruct a voting record.

SENATE COMMITTEES

The New Mexico State Senate currently has nine standing committees. The Committees' Committee designates the chairman and vice chairman and assigns the membership of each committee. Whenever possible, committee assignments are on the basis of the member's preference. All appointments to standing committees are subject to the approval of the Senate. (*See Senate Rules 9-1 through 9-13-6.*) The following are the Senate standing committees with a brief description:

COMMITTEES' COMMITTEE

The chairman of the Committees' Committee is the President Pro Tempore and is composed of the leadership of both parties, plus five members of the majority party and one member of the minority party. The committee assigns the membership to the standing committees, contracts for and supervises the printing and purchase of supplies, approves the legislative budget, and approves the hiring and salaries of legislative employees. Pursuant to *Senate Rule 9-1-6*, Committees' Committee is designated as the committee to which all bills will be automatically referred during a thirty-day session to determine whether the bill comes within the purview of the session and whether the legislature can, under the Constitution, take action.

CONSERVATION

This committee reviews bills that affect land, air or water. Natural resources, farming, ranching and mining interests, severance tax or capital outlay bills that use severance tax monies may be sent to this committee.

CORPORATIONS AND TRANSPORTATION

This is the "business" committee which reviews bills that affect corporations, public utilities, telecommunications, horse racing and transportation, etc.

EDUCATION

This committee reviews bills affecting education at all levels from elementary, middle, and high schools to the vocational and university levels. It focuses on educational policy rather than fiscal or budgeting matters.

FINANCE

This committee reviews bills containing an appropriation. The budget of State government is reviewed and recommended by this committee. The capital works projects are reviewed by a subcommittee of this committee and presented to the full Finance Committee for final approval.

JUDICIARY

This committee reviews many types of bills due to questions of legality, particularly constitutional questions. Bills containing penalties and changes or enactment of criminal law are reviewed by this committee.

PUBLIC AFFAIRS

This committee reviews bills relating to the following issues: health care, collective bargaining, labor, liquor, weapons, lottery and other issues which affect the public as a whole.

RULES

(Also an Interim Committee for hearings on confirmation of Gubernatorial appointments.)

Governor's appointments come before the Rules Committee for confirmation hearings. Legislation concerning voters and elections are heard in this committee. Joint resolutions, constitutional amendments, joint memorials and memorials are referred to the Rules Committee. Senate rule changes are reported out of this committee. The Rules Committee approves all certificates of Appreciation, Condolence, Congratulations and Recognition.

INDIAN AND CULTURAL AFFAIRS

This committee reviews bills affecting Native Americans and cultural affairs issues.

OTHER SENATE COMMITTEES

COMMITTEE OF THE WHOLE

At times legislation is referred to the Senate Committee of the Whole in order that the whole Senate hear the proponents and opponents of the issue rather than have it heard by the different committees. The Senate at times goes into Committee of the Whole for other purposes.

SELECT COMMITTEE

Select Committees may be established to deal with selected legislation and later abolished. The Senate has had a Select Gaming Committee and Select Committee on Workers' Compensation in the past.

SENATE BILL PROCESS

REQUESTING THE DRAFTING OF A BILL

The Legislative Council Service assists members with preparation of bills for introduction to the legislature.

PICKING UP BILLS

The Legislative Council Service notifies the members in their legislative mailbox by "green slip" when the requested bill is ready. The member or a designated person may pick up bill(s) from the LCS in Room 411.

BILL FOR INTRODUCTION

1. *Senate Rule 11-12-1* was adopted January 16, 2007 stating that a senator may prefile legislation by depositing it with the chief clerk during regular business hours between December 15 and the Friday before a regular session begins. The chief clerk shall log and number prefiled legislation in the order in which it is received. Prefiled legislation shall be introduced and referred to committee on the first day of the regular session.
2. *Senate Rule 11-9-1* was amended January 28, 1999 allowing as many signatures on a Senate bill, resolution or memorial as obtained by the original sponsor.
3. A joint rule of the House and Senate (*Joint Rule 11-1*) was adopted during the 2007 Legislature which allows for joint sponsorship of legislation between Senate and House members. The joint rule reads...

"During any session of the legislature, any bill, resolution or memorial introduced in the house may be co-sponsored by senate members by endorsing the bill, resolution or memorial by filing a written notice in open session with the clerk of the house prior to third reading in the house, and any bill, resolution or memorial introduced in the senate may be co-sponsored by house members by endorsing the bill, resolution or memorial or by filing a written notice in open session with the clerk of the senate prior to third reading in the senate. The names of the sponsor and co-sponsors of all bills, resolutions and memorials shall be shown on the face of the enrolled and engrossed legislation."

Senate members are allowed to sign the original house bill, resolution or

memorial or may go to the House chief clerk's office and sign as stated above.

Senate members may have House members sign the original bill, resolution or memorial; house members may come to the clerk's office and request to sign certain legislation as stated above.

4. Sign original (in Blue Jacket) plus one copy with black ink pen. Make sure that co-sponsors sign all copies.
5. Attach a Committee Referral Slip (found in chamber desk) to the Blue Jacket listing the committee referrals. (Leadership will review and may change the committee referrals.)
6. Turn in signed Blue Jacket with one signed copy to the Chief Clerk at the rostrum for numbering, introduction and First and Second Reading. (Bills may be turned in to the Chief Clerk's office prior to convening of floor session.) Keep a copy of the bill. Bills are sent to the Printer and there is a forty-eight hour turnaround time. The bill can be accessed through the Legislative Website Bills on Line the same day.
7. Bills may only be introduced through the 15th calendar day on even-numbered years and the 30th day on odd-numbered years and requests must be made to the Council Service by 5:00 p.m. on the thirteenth and twenty-eighth calendar day.
8. The above process applies to memorials, joint memorials, resolutions and joint resolutions, however, these may be introduced up until the last day of the session.
9. In order to avoid duplication of legislation, *Joint Rule 10-1* adopted March 14, 2007, states that if an interim committee has endorsed a bill, resolution or memorial, the legislative council shall draft and prepare the bill, resolution or memorial for introduction in *only* one house.

COMMITTEE PROCESS

Once a bill has been introduced and referred to a committee, the following is the committee procedure:

SCHEDULING

1. The Chairman of the committee will schedule the bill for hearing and notify sponsor.
2. It is up to the bill sponsor to notify any expert witnesses and proponents of the bill of the hearing date.

HEARING

1. The bill will be listed on the Committee Agenda in the order to be heard. (Subject to change.)
2. The sponsor presents the bill to committee (with assistance of expert witnesses, if necessary). If sponsor has an amendment to attach to a bill, it is usually done here so that he may explain the bill with the amendment. If sponsor is substituting the bill, it is done at this point so that the sponsor will explain the substitute bill instead of the original. If the bill is substituted, the Blue Jacket along with five copies must be handed over to the Chair or committee secretary for submission with the committee report.
3. The Chairman will ask for comments from public proponents and opponents of the bill.
4. The Chairman will ask for questions or comments from committee members. All questions and answers must go through the Chair. Amendments from committee members may be introduced and adopted at this point.
5. Committee members will move for action on the bill, i.e.:
 - a) Do Pass
 - b) Do Pass, as amended
 - c) Without Recommendation
 - d) Without Recommendation, as amended
 - e) Do Not Pass
 - f) Do Not Pass, but that Substitute Do Pass
 - g) Table in committee (Can be acted on at another time)
 - h) Table Indefinitely in committee (dead).

Note: If bill has another committee referral, it will be noted on the committee report and the above procedure will be followed by the next committee.

The committee shall report to the Senate via a committee report the action taken on a bill and such committee report shall be adopted or not adopted by the Senate.

IMPORTANT: Pursuant to *Senate Rule 9-5-5*, votes on all bills reported out of committee (including amendments, if by roll call) shall be reflected and entered by name upon the report.

THIRD READING/FINAL PASSAGE

Once a bill has been through the committee process, it is placed on the Senate Calendar for Third Reading. The following is the Third Reading process:

1. The sponsor places the bill on its final passage subject to debate, amendment or substitution. (*See wording under "Motions"*)
2. The sponsor explains the bill and stands for questions. Sponsor may have expert witnesses on the Floor to assist him by asking for unanimous consent of the same. For Legislative Council Service staff assistance, please refer to *Policies of the Legislative Council 7B(3)(4)*.
3. The Presiding Officer announces that we are on debate of Senate Bill No. _____ and members may wish to debate, amend or substitute the bill or have sponsor answer questions. All questions and answers must go through the Chair.
 - a) A Member wishing to be recognized for debate, stands with microphone in hand to get the attention of Presiding Officer. Members are recognized in the order in which the Presiding Officer sees them. Clerks assist Presiding Officer in listing members wishing to be recognized.

If a sponsor has expert witnesses with him/her on the floor during debate and is asked to yield to a question, he/she may confer with the expert before responding. Expert witnesses are not allowed to address the Senate.
 - b) A Member wishing to amend a bill on Third Reading must submit written amendment (prepared by the Legislative Council Service or handwritten on Floor Amendment Form found in chamber desk) to the Chief Clerk preferably before the bill goes on Third Reading so that the amendment can be checked to make sure it tracks with the bill and appropriate number of copies are made for distribution to the members.
 - c) A Member wishing to substitute a bill on Third Reading must submit the Blue Jacket, plus fifty (50) copies to the Chief Clerk for distribution to members prior to Third Reading of the bill.
4. Once debate of the bill has been completed or a member calls for the question and the motion is adopted, the Presiding Officer will call on the sponsor to close debate and move the bill for final passage and roll call vote. (*See wording under "Motions"*)

IMPORTANT NOTE

A Call of the Senate may be requested by a member, and with the agreement of seven members, a call may be ordered on a specific issue(s) during Third Reading/Final Passage of legislation. It is important that the whip of your caucus and/or the chief clerk know your whereabouts in the case of a call. The issue(s) specified upon placing the call cannot be discussed, until the call is complete.

VOTING

1. The Senate does not have a voting machine, therefore, the majority of the votes are taken by suspending the rules and by showing those present voting in the affirmative except those voting in the negative by a show of hands. If a member wishes to cast a negative vote, raise hand and once the Presiding Officer calls the member's name, then lower hand.
2. Members must be in their seat to be shown voting. Although a member may be in the Chamber, if not at his/her seat, will **NOT** be shown voting. The presiding officer gives ample notification that the "Senate is Voting", thereby giving the member the opportunity to get to his/her seat. A member in the chamber is required to vote on each question stated from the chair. *(See Senate Rule 7-5)* The chair may order the member to his/her seat if it is noted that the member is in the chamber and out of his seat at the time the voting is taking place.

Once the presiding officer has announced the vote, a member cannot ask to be shown voting or to change his vote.

3. A member may, because of direct personal or pecuniary interest, request to be excused from voting on a particular issue. *(See Senate Rule 7-6)*
4. A member may ask for a roll call vote and the Clerk will call the roll alphabetically and a member may pass once; the member must declare his vote the second time his name is called. A member desiring to explain his vote may reserve that right at the time of casting his vote. *(See Senate Rule 7-7)*. Once the clerk has completed the roll call, and before the vote is announced, a member may rise and be recognized by the presiding officer and ask to change his vote. Again, once the vote is announced, a vote cannot be changed.
5. If on the final passage of a bill carrying an emergency clause, the bill receives a favorable vote of a simple majority but not of the required two-thirds of the members present and voting, the action shall constitute an automatic deletion of the emergency clause. *(See Senate Rule 11-24-4.)*

BILL TO THE HOUSE OF REPRESENTATIVES

Once a Senate bill has passed the Senate:

1. The bill is sent to the House of Representatives with a message.
2. The bill is introduced and assigned to House committee(s) by the Speaker.
3. Committee procedures are basically the same as in the Senate.
4. When a bill is on the House Calendar for Third Reading, the member finds a Representative to place it on final passage. (Senators are allowed on the House Floor during final passage of a Senate bill, but cannot address the House.)

BILL RETURNED TO SENATE FROM HOUSE

Once a Senate bill passes the House of Representatives:

1. The bill is returned to the Senate with a message.
2. If a Senate bill has been amended in the House of Representatives, a Concurrence Calendar is prepared showing the House amendments. During the order of business "CONCURRENCE":
 - a) explain the amendment and move to Concur; or**
 - b) move that the Senate Fail to Concur and request that the House recede from their amendment(s). A message will be sent to the House advising of the Senate action.
 - c) if the House refuses to recede, a Conference Committee (*see "Conference Committee" definition under Glossary*) will be appointed by the President Pro Tempore.
 - d) under the order of business "CONFERENCE COMMITTEE REPORTS":
 - 1). explain the Conference Committee Report and move to adopt.**

** If the Senate does not concur with House amendments on a bill or a conference committee report is not adopted by both Houses, the bill is considered dead.

ENROLLING & ENGROSSING

Enrolling and Engrossing is the preparation of the final authoritative version of a bill passed by both houses of the Legislature. The preparation is performed by the house of introduction and incorporates all amendments adopted and agreed to by both houses.

Upon completion of the enrolling and engrossing process, the enrolled and engrossed bill is reported to the Senate in a committee report. Upon adoption of the committee report, it is announced that the bill has been signed by the Officers of the Senate in open session. The bill is sent to the House with a message advising that the Senate has signed and requesting the signatures of the officers of the House. Once the House signs and returns the bill it is submitted to the Governor for his consideration.

Pursuant to *Article IV, Section 22* of the Constitution, the Governor has three days (Sundays excepted) in which to sign the bills submitted to him/her while the Legislature is in session. If he fails to act on the legislation, it becomes law without his signature, unless the Legislature has adjourned within those three days.

After adjournment of the Legislature, the Governor has 20 days to act on bills submitted to him, including the legislation submitted to him/her within the last three days the Legislature is in session. If the Governor fails to act on a bill within the 20-day period, the legislation is considered dead by virtue of a pocket veto.

If a bill is vetoed by the Governor while the Legislature is in session and the sponsor would like to override the Governor's veto, the member may request by appropriate motions that:

- 1) the Chief Clerk be directed to obtain the vetoed bill and such bill be placed on the President's Table temporarily without prejudice;
- 2) the bill be removed from the President's Table and made the next order of business; and
- 3) move to override the Governor's veto.

Two-thirds of the members present and voting is required to override the Governor's veto in both houses of the Legislature.

Legislation vetoed by the Governor from the previous session may be considered through the steps outlined above.

Memorials and resolutions are enrolled and engrossed, reported to the Senate and signed by the Officers of the Senate (and House if necessary) in the same manner as bills, however, they are submitted to the Office of the Secretary of State.

SENATE LEADERSHIP MOTIONS

RECESSING

FLOOR LEADER:

Mr. President, I move that the Senate recess until _____
o'clock, a.m., (month) (day) , 2013

WHIP:

Second the motion.

CALLING COMMITTEE OF THE WHOLE

FLOOR LEADER:

Mr. President, I move that the Senate resolve itself into a Committee of the Whole for the purpose of (state purpose) .

WHIP:

Second the motion.

DISSOLVING COMMITTEE OF THE WHOLE

FLOOR LEADER:

Mr. President, I move that the Committee of the Whole rise and report progress.

WHIP:

Second the motion.

REVERTING TO SPECIFIED ORDER OF BUSINESS

**FLOOR LEADER,
WHIP OR
MEMBER:**

Mr. President, I ask unanimous consent of the Senate that we go to that order of business (state desired order of business) .

THIRD READING/SAME LEGISLATIVE DAY

**FLOOR LEADER/
MEMBER:**

Mr. President, I ask unanimous consent that the rules be suspended, that the printing of the bill be dispensed with, that the committee reference be dispensed with and that Senate bill (number) be read the third time in full, preparatory to its final passage.

ADJOURNMENT SINE DIE

FLOOR LEADER:

Mr. President, I move that the chair appoint a committee of three to inform the House that the Senate has completed its work and is ready to adjourn sine die.

WHIP:

Second the motion.

(President appoints Committee)

FLOOR LEADER:

Mr. President, I move that the chair appoint a committee of three to advise the Governor that the Senate has completed its work and is ready to adjourn sine die.

WHIP:

Second the motion.

(President appoints Committee)

FLOOR LEADER:

Mr. President, I move the Senate table indefinitely all bills remaining on the President's table, on the calendar or in committee, except the bills in the Judiciary Committee for enrolling and engrossing.

(NOTE: This motion may be made earlier in the proceedings)

WHIP:

Second the motion.

FLOOR LEADER:

Mr. President, I move that the Senate adjourn sine die.

WHIP:

Second the motion.

CHANGING LEGISLATIVE DAY

FLOOR LEADER:

Mr. President, it now being 11:59 a.m., I move we adjourn until 12:01 p.m.

PRESIDENT:

The Senate will come to order.

WHIP:

Mr. President, I ask unanimous consent that the rules be suspended and that the Journal show all those present in this morning's session are present in this afternoon's session.

PRESIDENT:

If there is no objection, it is so ordered.

WHIP:

Mr. President, I ask unanimous consent that the rules be suspended and that the record show that the Journal has been read in full and approved, subject to revision and approval of the Judiciary Committee.

PRESIDENT:

If there is no objection, it is so ordered.

MOTIONS FOR PLACING BILLS ON FINAL PASSAGE

(Senate Bills, Joint Resolutions, Joint Memorials and Memorials)
(House Bills, Joint Resolutions, and Joint Memorials)

(1)

PLACING THE BILL ON THIRD READING/FINAL PASSAGE:

Mr. President, I ask unanimous consent of the Senate that the rules be suspended, and that the record show that all action for placing (Bill type and number) on final passage has been taken, and that it is now subject to debate, amendment or substitution.

Sponsor explains the bill and stands for questions or debate

(2)

TO CLOSE:

**(Presiding Officer recognizes sponsor to close)
(Briefly defend the bill and close as follows)**

Mr. President, I move that (Bill Type and number) do now pass, and I ask unanimous consent of the Senate that the record show that the roll has been called and all those present voted in the affirmative except those voting in the negative by a show of hands.

(3)

IF THERE IS OPPOSITION TO UNANIMOUS CONSENT:

Mr. President, I move that (Bill Type and number) do now pass.

(The clerk will call the roll and the vote announced)

MOTIONS FOR CONFIRMATION OF GOVERNOR'S APPOINTMENTS

(1)

PRESENTING THE APPOINTEE FOR CONFIRMATION:

Mr. President, pursuant to Senate Executive Message Number _____ (or Senate Executive Letter dated _____), I move that the Senate do hereby confirm the appointment of _____ (name of confirmee) as a member of the _____ (name of board or commission) and I stand for any questions.

(Questions may be asked or other members may wish to stand and talk about the confirmee at this point.)

(2)

TO CLOSE:

Mr. President, I ask unanimous consent of the Senate that the record show that the roll has been called and all those present voted in the affirmative except those voting in the negative by a show of hands.

(3)

INTRODUCING NEW APPOINTEE TO THE SENATE:

After vote has been announced and the presiding officer recognizes you

Mr. President, members of the Senate, I would like to present _____ (name -- wife and family may be presented at the same time) to the Senate.

MOTIONS TO OVERRIDE GOVERNOR'S VETO

(1)

RECALLING BILL:

Mr. President, I ask unanimous consent of the Senate that the Chief Clerk be directed to obtain SENATE BILL (Bill No.) passed by the (First) (Second) Session of the (Legislature Number) Legislature and vetoed by the Governor, and that such bill be placed on the President's Table without prejudice.

(If there is no objection, it is so ordered or Simple Majority Vote required)

(2)

REMOVING FROM PRESIDENT'S TABLE:

Mr. President, I ask unanimous consent of the Senate that Senate Bill (Bill No.) of the (First) (Second) Session of the (Legislature Number) Legislature be removed from the President's Table and be made the next order of business.

(If there is no objection, it is so ordered or Simple Majority Vote Required)

(3)

MOTION TO OVERRIDE:

Mr. President, Pursuant to Article 4, Section 5 of the Constitution of New Mexico, I move to OVERRIDE the Governor's veto of Senate Bill (Bill No.) passed by the (First) (Second) Session of the (Legislature Number) Legislature.

(Debate can take place at this point)

AFTER DEBATE (if any):

Mr. President, again pursuant to Article 4, Section 5 of the Constitution of New Mexico, I move to OVERRIDE the Governor's veto of Senate Bill (Bill No.) passed by the (First) (Second) Session of the (Legislature Number) Legislature and ask for a roll call vote.

(Two-thirds of the members present and voting required)

CONFIRMATIONS

The Governor, with the advice and consent of the Senate, appoints his cabinet, citizens to Boards and Commissions. Members may be asked to present appointees from their district to the Rules Committee and the full Senate for confirmation.

Voting procedures on confirmations are basically the same as for bills.

BILL LOCATOR

The Historian employed by the Legislative Council Service compiles a Daily Bill Locator from actions of both the Senate and House floor sessions. The locator is distributed to the member's office each day as well as the chamber desks for their assistance in tracking a bill. The locator is also on-line through the Legislative Information System and accessible on any computer. Status reports -- individual member, committee, subject -- are also available through the locator on-line.

HOW TO READ BILL LOCATOR

(sample of Bill Locator entry)

*S 675 AMEND MEDICAL SUPPORT ACT, Jones, [4] SPAC/SCORC/SFC-SPAC [7] DNP
*CS/S 675 DP-SCORC [11] DP-SFC [15] DP [16] PASSED/S (33-0) [23] HTRC/HAFC-HTRC [25] DP/a-HAFC [26] DP [27] PASSED/H (61-4) [24] s/cncrd [30] SGND(Mar. 7)Ch.76.

Senate Bill 675 with emergency clause introduced by Senator Jones on the fourth legislative day and referred to Public Affairs, Corporations and Transportation thence Finance; on the seventh legislative day Public Affairs reported a Do Not Pass, but Committee Substitute Do Pass thence to Corporations and Transportation; on the eleventh legislative day Corporations and Transportation reported a Do Pass thence to Finance; on the fifteenth legislative day Finance reported a Do Pass; on the sixteenth legislative day Passed the Senate by a vote of 33 for 0 against; on the twenty-third legislative day of the House introduced and referred to House Taxation and Revenue thence House Appropriations and Finance; on the twenty-fifth legislative day Tax and Rev reported a Do Pass, as amended, thence to Appropriations and Finance; on the twenty-sixth legislative day Appropriations and Finance reported a Do Pass; on the twenty-seventh legislative day Passed the House, as amended, by a vote of 61 for 4 against and returned to Senate; on the twenty-fourth Senate legislative day the Senate concurred with House Amendments; on the thirtieth legislative day the Governor signed the bill into law March 7 and delivered the bill to the Secretary of State where it was Chaptered as Chapter 76.

IMPORTANT: *The Senate and the House do not have to be on the same Legislative Day at the same time.*

SENATE CALENDARS

The Chief Clerk's office as part of her duties prepares the Senate Calendar showing the legislative day, calendar day and time the Senate convenes for every day the Senate will meet on the floor listing the Order of Business pursuant to *Senate Rules 8-1 through 8-8*.

REGULAR CALENDAR

On the regular calendar under **THIRD READING OF LEGISLATION** bills for final passage are listed in the order in which they are reported and committee reports adopted.

Business on the President's Table

Bills are sometimes moved from the Regular Calendar to the President's Table. Bills may be passed over and placed on the President's Table pending more information. Bills may be introduced and ordered placed on the President's Table. Bills may be removed from the President's Table and made the next order of business during the order of business "ANNOUNCEMENTS AND MISCELLANEOUS" or during "THIRD READING OF LEGISLATION".

CONSENT/LIMITED CONSENT CALENDAR

Non-controversial bills, with the agreement of both caucuses, are placed on a Consent Calendar. Members have up to five minutes to present and pass their bill on the Consent Calendar. Bills on the Limited Consent Calendar must be acted upon in ten minutes or less.

Bills not acted upon in the time limit outlined above revert to the Regular Calendar.

SUPPLEMENTAL CALENDAR

Supplemental Calendars are prepared as the session progresses and committees report more and more bills out and legislation needs to cross to the other House.

CONCURRENCE CALENDAR

A calendar listing amendments from the House of Representatives to Senate Bills is prepared and acted upon during the order of business "CONCURRENCE".

STATIONERY

The Committees' Committee determines the amount of stationery and business cards allowed per member paid for by the Senate. Stationery is available in regular size with envelopes or fold-over cards.

The Chief Clerk's office contacts the members in November or early December to get the members' order for stationery and business cards.

In September 1996, the Interim Legislative Ethics Committee was asked to issue an opinion establishing an appropriate standard of conduct for the use of legislative stationery. The Advisory Opinion Summary states as follows:

"The use of official legislative stationery should be limited only to matters that reasonably relate to official legislative business. Official legislative stationery should not be used to solicit campaign election contributions or votes, even if the stationery is paid for by the legislator and a disclaimer expressly noting that fact is printed on the stationery."

Members wishing stationery in an amount over the allotted amount approved by the Committees' Committee *MUST* pay for the extra stationery directly to the supplier.

ETHICS

Interim Legislative Ethics Committee (*Section 2-15-7 NMSA 1978*)

The Interim Legislative Ethics Committee is a statutory committee and members are appointed by the New Mexico Legislative Council giving the two major political parties in each house equal representation.

The committee shall convene only upon receipt of a complaint, a request for an advisory opinion or a referral.

All matters arising in the interim pertaining to legislative ethics shall be referred to this special interim committee.

The Interim Legislative Ethics Committee is authorized to:

- issue advisory opinions on the interpretation and enforcement of ethical principles as applied to the legislature;
- investigate complaints from another member of the legislature or a member of the public alleging misconduct of a legislator;
- investigate referrals made to the co-chairmen of the New Mexico Legislative Council from the Attorney General, the Secretary of State or a District Attorney;
- hire special counsel or independent hearing officers as necessary; and
- make recommendations to the respective houses by the end of the first full week of the next convened regular session regarding proposed sanctions for ethical misconduct.

(For additional information see *Section 2-15-1 through 2-15-12 NMSA 1978*.)

Ethics - Senate Rules

Members are governed by *Senate Ethic Rules 26-1 through 26-2* and are required to sign a code of ethics and attend a minimum of two hours of ethics continuing education and training biennially.

OATH OF OFFICE

"I do solemnly swear that I will support the Constitution of the United States...and the Constitution and Laws of the State of New Mexico...that I will true faith and allegiance bear to the same...and defend them against all enemies whatsoever...and that I will faithfully and impartially discharge the duties of my office...as a member of the Senate...according to the best of my ability, so help me God."

OATH OF ETHICAL CONDUCT

Along with the Oath of Office, members are required to sign an Oath of Ethical Conduct as follows:

I, _____ (name) _____, duly elected member of the Senate from District _____ (No.) _____ do hereby recognize the irrefutable principle that a public office is a public trust and do solemnly swear that:

1. I shall faithfully support the United States Constitution and the Constitution of the State of New Mexico.
2. I shall ethically and with integrity discharge the high responsibilities placed upon me by the Constitution of the State of New Mexico and the voters of my district.
3. I shall abide by the spirit as well as the letter of the Senate Rules pertaining to ethical conduct.
4. I shall not use my office for personal gain and shall scrupulously avoid any act of impropriety or any act which gives the appearance of impropriety.

LEGISLATIVE SESSIONS

EVEN-NUMBERED YEARS

Every regular session of the legislature convening during an even-numbered year shall begin at 12:00 noon on the third Tuesday of January and shall remain in session not to exceed thirty days and shall consider only the following:

- budgets, appropriations and revenue bills;
- bills drawn pursuant to special messages of the governor; and
- bills of the last previous regular session vetoed by the governor.

ODD-NUMBERED YEARS

Every regular session of the legislature convening during an odd-numbered year shall begin at 12:00 noon on the third Tuesday of January and shall remain in session not to exceed sixty days for all purposes.

SPECIAL SESSION

Special sessions of the legislature may be called by the governor, but no business shall be transacted except such as relates to the objects specified in his/her proclamation. No special session of the legislature shall exceed thirty days.

EXTRAORDINARY SESSION

When three-fifths of the members elected to the House of Representatives and three-fifths of the members elected to the Senate shall have certified to the governor of the state of New Mexico that in their opinion an emergency exists in the affairs of the state of New Mexico, it shall thereupon be the duty of said governor and mandatory upon him, within five days from the receipt of such certificate or certificates, to convene said legislature in extraordinary session for all purposes; and in the event said governor shall, within said time, Sundays excluded, fail or refuse to convene said legislature as aforesaid, then and in that event said legislature may convene itself in extraordinary session, as if convened in regular session, for all purposes, provided that such extraordinary self-convened session shall be limited to a period of thirty days.

MILEAGE AND PER DIEM

DURING LEGISLATIVE SESSIONS

New Mexico has a "citizen legislature". Members are paid only mileage and per diem expenses in accordance with the Constitution, *Article IV, Section 10, (Adopted by the people November 5, 1996)* as follows:

"A. per diem at the internal revenue service per diem rate for the city of Santa Fe for each day's attendance during each session of the legislature and the internal revenue service standard mileage rate for each mile traveled in going to and returning from the seat of government by the usual traveled route, once each session as defined by Article 4, Section 5 of this constitution;"

Members are paid through the Chief Clerk's office ten days after the legislature convenes for ten days per diem and mileage to and from. Thereafter, they are paid per diem every ten days.

DURING THE LEGISLATIVE INTERIM

"B. per diem expense and mileage at the same rates as provided in subsection A of this section for service at meetings required by legislative committees established by the legislature to meet in the interim between sessions;"

Members are paid through the Legislative Council Service for interim committee service through the voucher system.

OUT OF STATE TRAVEL

All out of state travel must be authorized in advance by the President Pro Tempore. Pursuant to *Section 2-1-9 NMSA 1978*, out of state travel is reimbursed as follows:

- cost of the tickets on public transportation by the shortest, most direct route; or
- mileage at the same rates established for in-state travel if private automobiles or airplanes are used, based on official mileage by the shortest, most direct route; and
- per diem for the number of days spent in travel and on committee business; and
- in no event, however, shall the reimbursement for out-of-state travel exceed the dollar amount that would be due if the member had used first class public air transportation by the shortest most direct route.

(For more information see *Section 2-1-9, Subsections A through I NMSA 1978*. -- Please keep in mind that all travel vouchers are a matter of public record.)

LOBBYIST

The Lobbyist Regulation Act requires a lobbyist to register with the Office of the Secretary of State and identifies a lobbyist as someone who:

- (1) is compensated for lobbying -- that is, paid any money, per diem, salary, or fee for lobbying;
- (2) is designated by an interest group to represent it on a substantial or regular basis for the purpose of lobbying; or
- (3) in the course of his or her employment is engaged in lobbying on a substantial or regular basis.

The Act requires lobbyists to report to the Office of the Secretary of State expenditures and contributions by certain given dates.

Lobbyists play a very important role in the legislative process since they represent the concerns of interest groups. Lobbyists have great knowledge and the ability to analyze how a piece of legislation will affect that particular segment of the population which they represent. The ultimate goal of the lobbyist is to exchange information regarding the pros and cons of certain legislation.

The Office of the Secretary of State has an updated list of registered lobbyists on her website www.sos.state.nm.us. At the bottom of the web page click on "Index of Lobbyists".

LEGISLATIVE RETIREMENT

Sections 10-11-39 through 10-11-43.6 NMSA 1978 outlines applicability and requirement for legislative retirement Plan 1 and Plan 2 applicable to state legislators and lieutenant governors and is administered by the Public Employees Retirement Association (PERA).

Information regarding legislative retirement may also be obtained from PERA -- 476-9300 or toll free 1-800-342-3422.

Santa Fe Office

33 Plaza La Prensa
Santa Fe, NM 87507
P.O. Box 2123, Santa Fe, NM 87504 (mailing address)

Albuquerque Office

2500 Louisiana Blvd, Suite 420 (Bank of Albuquerque/Delta Dental Bldg-across Coronado Ctr)
Albuquerque, NM 87110

For questions concerning membership and retirement, contact
PERA-memberservices@state.nm.us

CONSTITUENT SERVICES

In 1993 the legislature deemed it necessary to maintain the Office of the Chief Clerk during the interim, as well as during the session, due to the complexity and ever-increasing demands on legislative officials. (*See Sections 2-14-1 through 2-14-4 NMSA 1978.*)

During the Legislative Interim

Members may receive requests from constituents to assist them in solving problems, and in getting through the maze of government bureaucracy. It is important that the member makes sure the constituent understands their concern for their problem(s). Sometimes that can be just as important as actually solving their problem. The requests received will vary -- requests for information, requests for action and requests for referrals or recommendations. Many times they may just want to know who they should contact at other levels of government.

One of the functions of the interim Chief Clerk's Office is to assist the members with constituent services. The Chief Clerk and staff are familiar with all levels of government.

When a member needs assistance in the area of constituent services, the member contacts the Chief Clerk by telephone (505) 986-4714, by fax (505) 986-4280, by e-mail to Lenore.Naranjo@nmlegis.gov, or in person with the constituent's full name, address, home and work telephone numbers, social security number, date of birth and a short explanation of the constituent's concern. All requests are to come to the Chief Clerk, who assigns the cases to the Constituent Services Representative (CSR) and directs the overall operation and work flow. The CSR works under the direction of the Chief Clerk and performs other miscellaneous duties.

The Chief Clerk and staff will:

- determine who to contact at a municipal, state or federal agency;
- keep the constituent informed each time a new effort is made on their behalf;
- keep a master file on cases received;
- refer cases involving federal agencies to the New Mexico Congressional delegation, when necessary;
- respond to the constituent for the member on the member's official legislative stationery;
- contact the member, when requested, before correspondence is sent to the constituent; and
- mail copies of all correspondence to the member.

IMPORTANT: *The Office of the Chief Clerk cannot accept constituent cases in matters of litigation or when an attorney has been retained.*

During Legislative Sessions

While in session, should the member receive a constituent request, the member's legislative staff should handle the request. The Chief Clerk's office is available for assistance, if necessary.

The Chief Clerk and staff ***SHALL NOT*** engage in partisan political activity during the course, or in the performance of their duties.

LEGISLATIVE STAFF

The Committees' Committee, composed of leadership and other members of both parties, meets and determines the staff allowed for each member. Committees' Committee does not always meet until the day before the session convenes, this determination may be made by the Majority Caucus and later approved by the Committees' Committee. The information may be obtained from the Chief Clerk's office -- (505) 986-4714.

Legislative employees are those hired to work only for the duration of a legislative session. Secretaries, analysts, clerks, attendants, messengers, supply and mail clerks and others are among employees who are employed during each legislative session. Once employees are hired, they are under the supervision of the Chief Clerk. *Senate Rule 5-3 (j)*.

Each member of the Senate gets his/her own secretary. The Senate affords its members the opportunity to select their own secretary and sponsor an attendant. The Chief Clerk's office accepts applications for employment and if the member does not have a secretary and needs assistance in hiring one, the Clerk's office will help.

Pursuant to *Section 10-1-10 NMSA 1978 -- [Nepotism prohibited; exceptions.]* -- "It shall hereafter be unlawful for any person elected or appointed to any public office or position under the laws of this state or by virtue of any ordinance of any municipality thereof, to employ as clerk, deputy or assistant, in such office or position, whose compensation is to be paid out of public funds, any persons related by consanguinity or affinity within the third degree to the person giving such employment, unless such employment shall first be approved by the officer, board, council or commission, whose duty it is to approve the bond of the person giving such employment..."

This section would not apply to a person employed prior to his relative's election to the hiring authority. *1982 Op. Att'y Gen. No. 82-8*.

MEDIA RELATIONS

Public Relations Officer

A Public Relations Officer is usually hired by each caucus and is responsible for such duties as:

- assisting in media's efforts to obtain pertinent legislative information;
- arranging press conferences for members of their respective party;
- preparing speeches and researching material for the preparation of such speeches; and
- may be required to answer general public requests for information concerning members of the Senate, the legislature in general and the legislative process.

ADDITIONAL RESOURCE INFORMATION

HONORARY PAGES

Honorary Pages (*see "honorary page" definition under Glossary*) are seated in the Senate Chamber to observe the proceedings and at the same time run small errands for the members within the Chamber, which may entail delivering documents or messages to fellow members or the Chief Clerk. Honorary Pages must be sponsored by a member. They are introduced to the Body during the order of business "ANNOUNCEMENTS AND MISCELLANEOUS".

The Senate employs a Page Director who is responsible for scheduling children and students who wish to serve as Honorary Pages. Members are often contacted by their constituents or school personnel to sponsor their students or children. These calls should be directed to the Page Director (Ext. 4282) to avoid conflicts in scheduling dates and time.

Certificates are prepared for the Honorary Pages and the Page Director ensures that they receive the certificate.

KEYS

Keys are issued (upon request of the member) to the outer office door and chamber desk.

Only one photo access card is issued for the member's inner door which is also used for entering or leaving the underground parking garage. For security reasons, this card should be used by the member only. Legislative Building Services can program members' doors to open and lock at certain times.

OFFICE SPACE

Leadership assigns office space for the members. During the recent renovation of the Capitol and addition of the Capitol North annex, the Senate acquired additional space in the main Capitol Building and office assignments are made on the seniority system. The Senate does not occupy any space at the annex.

POSTAGE

The amount of postage allotted each member is determined by the Committees' Committee. The Mail Room keeps a record of postage used by each member. Once a member has exhausted the allocated amount, the Mail Room will notify the member. The Mail Room will only accept mail once the allotment is exhausted if the members brings the postage stamps or the money to cover the postage. There is no sharing of postage between members.

BILL DISTRIBUTION

At the end of each floor session, all bills introduced and ordered printed go to the Printer for printing and binding. Same day distribution of introduced bills are handled in the chamber for the clerk's office, journal, LFC, LCS and bills on-line. The Bill Room handles same day distribution for the news media, lobbyists, Governor's office and other governmental entities.

The Printer has forty-eight (48) hours to return the printed bills to the Bill Room. From the Bill Room, Senate and House bills and Senate and House amendments are placed in bill books at each member's chamber desk. A Fiscal Impact Report (FIR) prepared by the Legislative Finance Committee is placed in the chamber bill books. Any member wishing to go paperless in the chamber can let the Sergeant-at-arms know. A complete set of bills is kept in each complex of the members' offices. Bills may be accessed through Bills on Line

SENATE LOUNGE

The Senate Lounge provides members a relaxed atmosphere in which to study, confer with each other or conduct telephone business while away from their offices or while waiting for action on the floor. Admission to the Lounge is limited to the members of the Senate and House. A Lounge Assistant is assigned to the Lounge at all times.

SUPPLIES

The members' office and chamber desks are supplied with the normal office supplies --- stapler, scotch tape, scissors, staple remover, paper clips, rubber bands, message pads, ruler, etc., prior to the convening of the legislature. Other office supplies can be obtained through a written request from the Supply Room on the first floor managed by the Payroll office. Special requests, within reason, will be accommodated if at all possible. Supplies **must** be left in the desk at the end of the session. Calendars are provided; however, it is not practical for the Senate to provide big desk calendar pads or other types of desk calendars since the members are here only for a short time each year.

TOURS

The Senate employs a Tour Director who is responsible for scheduling students or others who wish to tour the Capitol. If a member is contacted by constituents or school personnel to schedule a tour, the calls should be directed to the Tour Director (Ext. 4283) to avoid conflicts in scheduling.

CERTIFICATES

A member may desire that an official expression of congratulations, appreciation, recognition, outstanding service or condolence be extended to an individual, educational institution, state agency, etc. The Enrolling & Engrossing office (E&E), Room 111-A, prepares the certificates.

Requests for issuance of certificates are submitted to the E&E office by the member or his staff electronically. Secretaries are given instructions at the beginning of the Legislature in how to electronically transmit the request to the E&E office.

The E&E office submits the requests for approval to the Rules Committee. The Rules Committee submits a committee report to the Body for adoption. Upon adoption of the committee report, the certificate is prepared and submitted to the member's office for signature and mailing.

A certificate cannot be issued prior to the adoption of a Rules Committee report.

GUESTS

If a member would like to have a special guest sit at the rostrum with the Lieutenant Governor, the member should have his secretary contact the Rostrum Coordinator in the Office of the President Pro Tempore. Arrangements should be made as far in advance as possible, as seats at the rostrum are very limited. Other guests who wish to observe the proceedings may sit in the gallery. Whether seated at the rostrum or in the gallery, a member may introduce his guest(s) during the order of business "ANNOUNCEMENTS AND MISCELLANEOUS".

TELEPHONES

Each member's office is equipped with a telephone for official legislative use with a number assigned to each member.

The Legislative Council Service also employs the Legislative Switchboard who can assist members in placing calls from 7:00 a.m. to 11:00 p.m. seven days a week while the legislature is in session. Members can call the switchboard (505-986-4600) from their local hotel rooms or from outside the capitol for assistance in placing long distance telephone calls.

SMOKING

Pursuant to *Section 24-16-4 NMSA 1978 (Laws 2002)* no part of the State Capitol or Capitol North shall be designated as a smoking permitted area. That includes the underground garage.

UNDERGROUND PARKING

The underground parking garage provides a limited number of parking spaces reserved for legislators. The Committees' Committee makes the parking assignments for members of the Senate and key Senate staff while the legislature is in session. Parking spaces are reserved for leadership during the interim. To enter the underground parking, one must go through security. Due to security concerns, a parking sticker, which must be displayed on the windshield, is issued to each legislator. Without the "sticker", you will not be allowed underground.

A photo access card is also issued to each legislator for use in the event the underground parking facility is closed, which is used on the Access Reader upon entering and exiting the facility.

INVENTORY

All furniture and office equipment has been inventoried and bar coded by room and should not be moved. If you have any questions, contact the Office of the Chief Clerk.

BUILDING MAINTENANCE

Questions regarding office cleanliness, heat, lights, moving of furniture and other concerns should be directed to the Office of the Chief Clerk.

LEGISLATIVE MAILBOXES

The Legislative Council Service maintains a joint Mail/Bill Room during the time the legislature is in session. Each legislator is assigned a mail box. The Senate employs a mail clerk who delivers the mail to the different Senate offices. Mail received after the legislature adjourns is forwarded to the legislator's home address.

CAFETERIAS

The House of Representatives operates two eating facilities in the Capitol building during the time the legislature is in session. The first floor snack bar is primarily for legislators and staff on the first floor. The cafeteria on the second level (ground floor) is open to legislators, staff and the public. Both facilities usually close by 4:00 p.m.

FAX/COPIER MACHINES SENATE FAX NO. (505) 986-4280

A Senate fax machine and Xerox copier is located in Room 112. The Office of the Chief Clerk has staff to assist members in sending faxes and making copies. Faxes received in Room 112 are delivered to the member's office as soon as they are received. A fax machine and Xerox copiers are also available in the Print Shop located in Room 329.

LEGISLATIVE COUNCIL

A joint legislative committee of the House and Senate designated as "the New Mexico Legislative Council" was created by law and is composed of sixteen members, eight from the House and eight from the Senate. The President Pro Tempore and the Minority Floor Leader of the Senate and the Speaker of the House of Representatives and the Minority Floor Leader of the House are automatically members of the Council.

Some powers and duties of the New Mexico Legislative Council are:

- to adopt rules and regulations for the administration of the conduct of the affairs of the council service;
- to formulate policies for the operation and conduct of the business of the council service and to supervise the activities of the council service;
- to carry out the purposes of the council service;
- to create committees of legislators to study major problems during the periods when the legislature is not in session;
- to adopt rules of procedure for all committees created by the Council; and
- to refrain from advocating or opposing the introduction or passage of legislation.

The Council has the exclusive control, care, custody and maintenance of the buildings in which the legislature is housed along with the adjacent buildings and grounds.

The Council approves the budget for the council service, permanent committees and chief clerks.

LEGISLATIVE COUNCIL SERVICE

Raul Burciaga, Director

The Legislative Council Service (LCS) was created by statute and is supervised by the joint committee, the New Mexico Legislative Council.

Some of the duties of the Legislative Council Service are:

- to assist the Legislature of the State of New Mexico in the proper performance of its constitutional functions by providing its members with impartial and accurate information and reports concerning the legislative problems which come before them by providing digests showing the practices of other states and foreign nations in dealing with similar problems;
- to secure information for and to report to the legislators on the social and economic effects of statutes of this state or elsewhere by cooperating with the legislative service agencies in other states and other reference agencies and libraries;
- to furnish to the members of the legislature the assistance of expert draftsmen, qualified to aid the legislators in the preparation of bills for introduction into the legislature;
- to recommend to the legislature measures which will improve the form and working of the statutes of this state and clarify and reconcile their provisions;
- to provide for the legislature adequate staff facilities and to provide the adequate expert assistance without which no legislature can properly perform its required functions;
- to prepare and index for printing the session laws;
- to staff interim committees created by the New Mexico Legislative Council or by statute;
- to maintain a reference library;
- to oversee the Legislative Information System (LIS); and
- to perform other duties as directed by the New Mexico Legislative Council.

LEGISLATIVE EDUCATION STUDY COMMITTEE

Frances R. Maestas, Director

The Legislative Education Study Committee (LESC) was created in 1965 and is a permanent committee of the New Mexico Legislature, authorized by statute to conduct a continuing study of all education in New Mexico, the laws governing such education and the policies and costs of the New Mexico educational system,... recommend changes in laws relating to education,... and make a full report of its findings and recommendations....

The LESC is composed of twenty-five legislators (ten voting, fifteen advisory) appointed to provide proportionate representation of both houses and political parties. Assisted by a permanent staff, the Committee meets regularly during the interim between legislative sessions to study education issues. To fulfill its statutory responsibilities, the LESC attempts to provide all legislators with objective information pertaining to New Mexico public schools as well as state and national education trends.

OPERATIONS OF THE LEGISLATIVE EDUCATION STUDY COMMITTEE

During the Legislative Interim

During any particular interim, issues studied by the LESC are identified by the Committee or individual legislators or are requested by the Legislature through legislative memorials.

The office of the LESC is located in the State Capitol North Annex, and meetings are often held in Santa Fe. The Committee also regularly travels to other communities to visit local school representatives in their home facilities and to invite wider public participation in LESC meetings.

Each year the LESC provides the Legislature with a report of its activities, summarizing the findings of interim studies and the recommendations of the Committee for action during the upcoming legislative session.

LESC staff provide support for all of the Committee's functions. Staff also are available to assist individual legislators in assembling and presenting information about education, analyzing potential legislation, and assisting in other ways related to their legislative responsibility.

During Legislative Sessions

The major responsibilities of LESC staff during legislative sessions are to assist the education and finance committees of both houses as well as other committees by providing analyses of public school-related legislation under consideration and by supplying technical support in the development of public school support appropriations. Staff also assist individual legislators in the initial stages of drafting legislation and help legislators analyze potential advantages and disadvantages of measures under consideration.

LEGISLATIVE FINANCE COMMITTEE

David Abbey, Director

The Legislative Finance Committee (LFC) was first established as a fiscal and management arm of the New Mexico Legislature in 1957. Since its inception the Committee's role in the state budget process has grown as the complexity and size of the budget has increased. The Committee makes budgetary recommendations to the legislature for the funding of state government, higher education and public schools. The Committee also prepares legislation addressing financial and management issues of state government.

New Mexico is fairly unique in that both the governor and an agency of the legislature -- the LFC -- propose comprehensive state budgets to the full legislature. About half of the general fund is allocated to public schools; one-third to state government and one-sixth to higher education.

The LFC conducts public hearings, usually about once a month, to consider budget recommendations and to pursue issues pertinent to the finance and management of New Mexico state government. Public attendance and participation is welcome.

The LFC is comprised of eight senators and eight representatives. Political parties are represented in proportion to membership in each house of the legislature. Three legislators -- those appointed to chair House Appropriations and Finance, House Taxation and Revenue and the Senate Finance committees -- are automatically members by law. The remaining members are appointed by the leadership of their respective houses.

During the Legislative Interim

The LFC maintains a permanent staff of fiscal analysts who examine budgets and review the management and operations of state agencies, higher education institutions and public schools and participate in the state's revenue estimating process.

During Legislative Sessions

The LFC staff assists the legislature's finance committees in enacting the state budget and revenue measures.

KEY DATES

The LFC begins budget hearings and analysis of budget requests of state agencies, higher education institutions and public schools in **September**.

A consensus General Fund revenue estimate for the ensuing fiscal year is developed by economists from the Department of Finance and Administration, Taxation and Revenue Department and the LFC in **December**.

The Committee's recommendations are published in detail for presentation to the legislature and the public on the **first day** of the legislative session.

LEGISLATIVE INFORMATION SYSTEMS

This function is under the direction of the Legislative Council Service. The Legislative Information Systems (LIS) is an integrated information system that encompasses every legislative entity including the Senate, House of Representatives, Legislative Council Service, Legislative Education Study Committee and Legislative Finance Committee.

The infrastructure of this system is a state-of-the-art switched network supporting over 450 workstations through a complete building wiring with a fiber optic backbone and copper cabling to the workstations. This infrastructure has been enhanced to make it ready for the future demands of the legislature such as videoconferencing and high quality graphics. The network also includes wireless infrastructure that supports both public and private access to the LIS network from any electronic device with WiFi capability. The network servers are virtualized Windows servers. The workstations include desktop, laptops and tablet computers utilizing the Windows operating systems.

The LIS supports a number of applications - both "off-the-shelf" software and specific applications developed for this legislature. These include:

- wordPerfect
- excel
- bill locator
- bill text search and retrieval
- statutes on CD
- electronic mail
- legislative web site
- and many others.

The electronic mail allows for any legislative staff to send messages and files to any other legislative office within the building via a legislative network or outside the building via a legislative mail server. The database applications provide tracking information on bill status, committee information, membership, constituent services, legislative financial information, etc. The system also includes the NM Laws on Disc, a CD-ROM based software that contains all the New Mexico Statutes, court opinions and more.

The LIS is extended out to the public via a legislative web page available on the Internet. The search tools available on this web page are some of the best available anywhere and allow anyone to look at a copy of the pending legislation or of prior sessions. This web page is also the vehicle to disseminate other information relating to committee schedules, press releases, etc.

During a legislative session, the meetings in the chamber are streamed (both audio and video) through a webcast that is made available through the legislative web site. Also during a legislative session, the committee meetings for the House are streamed and beginning in 2013, the Senate meetings may be streamed.

During the interim, any committee meeting which is held in the Capitol is streamed (audio only) through the legislative web site.

The legislative web page is available at <http://www.nmlegis.gov>

NEW MEXICO CAPITOLS

From the late 1590's to the present day, the area now known as Santa Fe has been the seat of several different governments.

The Palace of the Governors was built in 1610 (ten years before the Pilgrims landed at Plymouth Rock) and was the first major structure in the brand new city of La Villa Real de la Santa Fe de San Francisco de Assisi. Santa Fe was established as the capital of the most northern portion of the Viceroyalty of New Spain. The building was known by many names, but it was not until it became a museum that the building took on the more impressive title of Palace of the Governors.

This remained the capitol for more than 70 years. Most history books consider this as New Mexico's first capitol. In 1850, the first session of the Territorial Legislature met in the Palace and, as the new government, reaffirmed Santa Fe as the capitol.

In March of 1862, the Confederate army captured the Palace of the Governors and occupied it for less than a month. They were forced out following a fierce battle in Apache Canyon, east of Santa Fe.

By 1884 plans to use the new building as the Capitol were abandoned and it became the Federal Courthouse. The legislature tried to pass a measure to appropriate \$300,000 of territorial funds for a new capitol building, but they had to deal with Bernalillo County legislators who insisted that the capitol be transferred to Albuquerque. The Bernalillo County members were beaten down but they did manage to reduce the appropriation to \$200,000.

During the twenty-sixth Legislative Assembly of 1884, plans to build a new capitol in Santa Fe were offered.

The building of the new territorial Capitol was begun in 1885 and turned over to the territory in 1886 at a cost of about \$250,000, financed by a bond issue. The building was described as "four stories high, with rounded corners, richly carved cornices, stained glass windows and topped by colossal bronze statues representing Liberty, Justice, Industry and Commerce." Due to its two majestic domes, the building was sometimes referred to as the "double-domer". The Capitol was a thing of pride but there was no money in the budget to insure it. In 1892, a mysterious fire broke out and destroyed the building.

The legislature approved a Capitol Rebuilding Board to supervise the construction of a new building. Due to the fact that the money was not available, it was three years before construction got underway. During this time, Governor Otero got Territorial Delegate Fergusson to introduce a bill in Congress that would specify Santa Fe as the seat of government in New Mexico in order to end the long secession of "Capitol Removing Bills". This bill was passed in 1898. On June 4, 1900, the three-story, silver domed building was completed at an incredibly low cost of \$140,000.

The new capitol was like most state capitols, a kind of miniature version of the United States Capitol, with a set of steep steps that rose to an entry held aloft with six fluted, 28-foot columns, a deep foyer (that later became the Bataan's Courtyard), and a large dome (part of

which is still in the Bataan Building, hidden behind flat, brown walls topped with brick coping on what is now the third floor). The building was designed like other state capitols across the country in part to convince others that the Territory was worthy of statehood; an honor bestowed upon it in 1912.

By the 1920's, Santa Feans had become increasingly proud of their native pueblo and territorial architecture and the Capitol they had once so admired was deemed unfashionable. In 1952 the Capitol was stripped of ornamentation and redesigned into what is commonly called "Territorial Style". The \$777,209 building contract for rebuilding the Capitol was the biggest building contract ever signed in Santa Fe at that time. The project to "Santa Fe-ize" the state house was completed in 1953, with a matching Health and Welfare building just west of the main Capitol building. This was the only state capitol building in the United States built in the "Territorial Style".

Today, arched windows inside a courtyard are virtually the only exterior evidence of the old federal-style capitol; but inside, many of the hallways were left undisturbed and the stairs still have the original wrought-iron balusters and oak rails. The former House chamber, with its opalescent glass dome can still be seen today. The council chambers, one of the most luxurious public rooms in New Mexico, still has the Corinthian shafts and cast-iron columns of the past.

By the 1960's, the government had outgrown its quarters and the 1963 Legislature approved funds for construction of a new building to house the executive and legislative branches of government. With its completion in 1966, this capitol gave Santa Fe the double distinction as the City with both the oldest and newest state capitol buildings in the United States, the Palace of the Governors and the Roundhouse.

The new capitol is built in the shape of the Zia Pueblo Indians' symbol for *Sun Father*, with four short walls representing the sun's rays radiating from the central round structure. The capitol's four levels are built around a 60 foot high rotunda whose circular glass panels at the top admit light which shines upon the Great Seal of the State of New Mexico in the center of the Zia Sun Symbol which is set into the rotunda floor. The outside of the building has been called "Modified New Mexico Territorial".

By the end of the 1980's, it was decided that renovation would have to be done to remove asbestos and PCB-cooled transformers in the ceiling and walls. Lawmakers decided it was only another small step to complete renovation.

By the time the renovation was completed in 1992, the total cost had reached \$31 million. After being gutted and remodeled, the building is now more user-friendly, more energy and space efficient, and more handicapped accessible. The building has large committee rooms to allow for greater public participation, larger offices for lawmakers, and better lighting, signs and graphics for visitors.

STATE ELECTED OFFICIALS

Susanna Martinez..... **Governor**
400 State Capitol Building
Santa Fe, NM 87503
(505) 476-2200

John A. Sanchez..... **Lieutenant Governor and
President of the Senate**
417 State Capitol Building
Santa Fe, NM 87503
(505) 476-2250

Dianna Duran..... **Secretary of State**
Capitol North Annex, Suite 300
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Gary King..... **Attorney General**
Bataan Memorial Building, Room 260
407 Galisteo Street
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Hector Balderas..... **State Auditor**
2113 Warner Circle
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Ray Powell, Jr..... **Commissioner of Public Lands**
310 Old Santa Fe Trail
Santa Fe, NM 87501
(505) 827-5760

James Lewis..... **State Treasurer**
2019 Galisteo
Santa Fe, NM 87505
(505) 955-1120

Karen Louise Montoya, District 1..... **Public Regulation Commissioner**
Patrick H. Lyons, District 2..... **Public Regulation Commissioner**
Valerie Espinoza, District 3..... **Public Regulation Commissioner**
Theresa Becenti-Aguilar, District 4..... **Public Regulation Commissioner**
Ben L. Hall, District 5..... **Public Regulation Commissioner**
PERA Building Room 434
1120 Paseo De Peralta
Santa Fe, NM 87501
(505) 827-4500

GOVERNOR

The Governor holds the supreme executive power of the state. Among his many duties, he is responsible to see that the laws are faithfully executed. He is also responsible for the nomination and, with the consent of the Senate, the appointment of all officers whose appointment or election is not otherwise provided for, as well as preparing the state budget and submitting it to the legislature.

LIEUTENANT GOVERNOR

The Lieutenant Governor acts as the Governor when the Governor is absent from the State or unable to perform his duties. The Lieutenant Governor also serves as the President of the Senate and votes in the case of a tie.

SECRETARY OF STATE

The Secretary of State must fill the role of Governor in the absence of the Governor and the Lt. Governor. The Secretary of State is also the keeper of the Great Seal of the State of New Mexico as well as being the state's chief election officer.

ATTORNEY GENERAL

The Attorney General is responsible for prosecuting and defending all causes in the Supreme Court, Court of Appeals, or any other court or tribunal in which the state is a party or is interested. The Attorney General also provides, upon request, written legal opinions to the legislature, any state official, or any district attorney on any subject pending before one of these officials.

STATE AUDITOR

The State Auditor is responsible for assuring that the financial affairs of every state agency is thoroughly examined and audited each year, and produces a complete written report of each audit. The State Auditor also approves each contract for auditing services entered into between a state agency and an independent auditor.

COMMISSIONER OF PUBLIC LANDS

The Commissioner of Public Lands has jurisdiction over all state lands except as otherwise provided by law. The Commissioner makes rules governing the management and disposition of state lands and performs other duties as prescribed by law. The Commissioner also keeps a complete record of his official acts and makes an annual report to the Governor, with copies to the legislature.

STATE TREASURER

The State Treasurer receives and keeps all moneys of the state, except as otherwise provided. In addition, at the beginning of each regular session, the Treasurer reports to the legislature on the condition of the treasury.

PUBLIC REGULATION COMMISSION

The Public Regulation Commission was created in Article 11, Section 1 of the New Mexico State Constitution, effective January 1, 1999 as the successor to the former State Corporation Commission and former Public Utility Commission. It is composed of five elected commissioners for staggered terms. The Commission regulates public utilities, telecommunication, transportation and insurance companies in order to assure that residents of New Mexico are adequately and efficiently served and that the companies receive just and reasonable rates. The commission is also responsible for assuring pipeline and fire safety and for proper registration of corporations.

During the 50th Legislature, Second Session, 2012 constitutional amendments were passed and approved by the voters at the general election of November 6, 2012 that:

- 1.) Chartering corporations shall be the responsibility of the Secretary of State in such a manner as the legislature shall provide.
- 2.) The office of "superintendent of insurance" is created as of July 1, 2013 and shall be appointed by the insurance nominating commission in accordance with qualifications established by law.
- 3.) The legislature shall provide, by law, increased qualifications for commissioners and continuing education requirements for commissioners to apply to public regulation commissioners elected at the general election in 2014 and subsequent elections and to commissioners appointed to fill a vacancy at any time after July 1, 2013.

GOVERNOR'S CABINET

AGING & LONG TERM CARE DEPARTMENT

Retta Ward, Secretary

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DEPARTMENT OF AGRICULTURE

Jeff M. Witte, Secretary

New Mexico State University
MSC 3189 Box 30005
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CHILDREN, YOUTH & FAMILIES DEPARTMENT

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CORRECTIONS DEPARTMENT

Gregg Marcantel, Secretary

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CULTURAL AFFAIRS DEPARTMENT

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ECONOMIC DEVELOPMENT DEPARTMENT

Jon Barela, Secretary

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ENERGY, MINERALS & NATURAL RESOURCES DEPARTMENT

John H. Bemis, Secretary-Designee

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OFFICE OF STATE ENGINEER

Scott Verhines, Engineer

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HEALTH DEPARTMENT

Brad McGrath, Acting Secretary

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HIGHER EDUCATION DEPARTMENT

Dr. Jose Z. Garcia, Secretary

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HOMELAND SECURITY & EMERGENCY
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HUMAN SERVICES DEPARTMENT

Sidonie Squier, Secretary

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INDIAN AFFAIRS DEPARTMENT

Arthur Allison, Secretary

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INFORMATION & TECHNOLOGY
DEPARTMENT

Darryl Ackley, Secretary

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PERSONNEL OFFICE

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PUBLIC DEFENDER OFFICE

Jacqueline Cooper, Chief Public Defender

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PUBLIC EDUCATION DEPARTMENT

Hanna Skandera, Secretary-Designate

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Gordon Eden, Secretary

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Demesia Padilla, CPA, Secretary

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TOURISM DEPARTMENT

Monique Jacobson, Secretary

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TRANSPORTATION DEPARTMENT

Alvin C. Dominguez, Secretary

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VETERANS' SERVICE DEPARTMENT

Tim Hale, Secretary

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WORKERS' COMPENSATION
ADMINISTRATION

Ned Fuller, Director

2410 Centre Avenue, S.E.
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(505) 841-6000

WORKFORCE SOLUTIONS DEPARTMENT

Celina Bussey, Secretary

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Albuquerque, NM 87102
(505) 841-8405

JUDICIARY

SUPREME COURT

(December 2012)

Justice Paul Kelly
Justice Edward L. Chavez
Justice Barbara J. Vigil

Justice Petra Jimenez Maes
Justice Richard C. Bosson

Chief Justice Charles W. Daniels

COURT OF APPEALS

(December 2012)

Judge Linda M. Vanzi
Judge Roderick T. Kennedy
Judge James J. Wechsler

Judge Timothy Garcia
Judge Cynthia A. Fry
Judge Jonathan B. Sutin

Judge Michael E. Vigil
Judge Michael D. Bustamante
Judge M. Monica Zamora

Chief Judge Celia Foy Castillo

JUDICIAL DISTRICTS

First Judicial District - Santa Fe, Rio Arriba, Los Alamos

Second Judicial District - Bernalillo

Third Judicial District - Doña Ana

Fourth Judicial District - Guadalupe, Mora, San Miguel

Fifth Judicial District - Chaves, Eddy, Lea

Sixth Judicial District - Grant, Hidalgo, Luna

Seventh Judicial District - Catron, Sierra, Socorro, Torrance

Eighth Judicial District - Colfax, Union, Taos

Ninth Judicial District - Curry, Roosevelt

Tenth Judicial District - Quay, DeBaca, Harding

Eleventh Judicial District - McKinley, San Juan

Twelfth Judicial District - Lincoln, Otero

Thirteenth Judicial District - Sandoval, Valencia, Cibola

NEW MEXICO CONGRESSIONAL DELEGATION

U.S. SENATORS

Martin Heinrich (D)

Tom Udall (D)

110 Hart Senate Building
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(202) 224-6621

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Santa Fe, NM 87501
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505 S. Main St. - Suite 118
Las Cruces, NM 88001
(575) 526-5475

NEW MEXICO CONGRESSIONAL DELEGATION

U.S. REPRESENTATIVES

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Steve Pearce (R) District 2

Ben Ray Lujan (D) District 3

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Gallup, NM 87301
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Los Lunas, NM 87031
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800 Municipal Drive
Farmington, NM 87401
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Roswell, NM 88201
(855) 473-2723

Chamber of Commerce Bldg
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Alamogordo, NM 88310
(855) 473-2723

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Las Vegas, NM 87701
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GLOSSARY OF LEGISLATIVE TERMS

Act - A bill which has passed both houses of the Legislature; been enrolled and engrossed, signed by the governor or passed over the governor's veto; and published.

Adjourn - The closing or ending of a Legislative Day.

Adjournment Sine Die - The final adjournment of a legislative session. The Latin translation is - without a day, an indefinite period.

Amendment - A change made to legislation in committee or on the chamber floor that adds, revises or deletes language to the legislation.

Bill - A legislative instrument proposed by a member(s) of the legislature seeking to effect some change in or to enact new statutory law or special Act, or to effect the repeal of existing law, or to seek to propose changes or additions to the constitution (joint resolutions).

Bill Number - The number the Chief Clerk of the Senate assigns to a bill at the time of introduction. The bill retains the same number for the duration of the session.

Bill Sponsor - The legislator for whom the bill was drafted. Senate Rule 11-9-1 was amended January 28, 1999 allowing as many signatures on a senate bill, resolution or memorial as obtained by the original sponsor.

Calendar - Daily printed agenda of business for each house.

Calendar Day - The 24-hour day as denoted on the calendar.

Call of the Chair - A floor session is recessed subject to the "call of the chair" when it is necessary to hold another floor session at an undetermined time on the same day. Also, some committees do not have set meeting times and meet only at the "call of the chair".

Call of the Senate or House - A legislative prerogative that requires all members of a legislative body to be present before the legislative action on which the "call" is put may proceed. The requirements for a "call" of each body are specified in the rules of that body.

Caucus - An informal meeting of a group of members, most often called on the basis of party affiliation or regional representation.

Certificate - A formal document of commendation, congratulation or condolence.

Chamber - The senate or house chamber where Floor Sessions are held.

Chapter - After a bill has been signed by the Governor, the Secretary of State assigns the bill a "Chapter Number" such as "Chapter 1235, Statutes of 1993," which is subsequently used to refer to the measure rather than the bill number. Chapter numbers are issued in the numerical order in which the bills are signed.

Committee of the Whole - When the house or senate meets as a full committee, with committee rules in effect, rather than in a plenary session with floor rules in effect.

Committee Amendment - Changes in a bill recommended to the body by a majority of the committee to which the bill has been referred for consideration. It must be adopted by the body to become a part of the bill, memorial or resolution.

Committee Hearing Schedule - Schedule listing bills to be heard in standing committees.

Committee Report - The official report to the floor of the body that recommends a particular action to the body. A committee report documents the recommendation of a committee or conference committee on a particular bill.

Concurrence - The action of a house in approving a bill as amended in the other house.

Concurrent Resolution - A resolution used to adopt or suspend joint rules of the legislature.

Conference Committee - A committee established to resolve differences when the house of a bill's origin refuses to concur in one or more amendments adopted by the other house. The committee is composed of members from each house.

Conference Committee Report - A report prepared by the Conference Committee reporting to the body of each house the outcome of the conference committee. Each house must adopt the report in order to submit the bill to the Governor.

Constituent - Citizen residing within the district of a legislator.

Constitutional Amendment - A resolution affecting the Constitution requiring an affirmative vote of the electorate to become effective.

Daily Bill Locator - A reference document published by the legislative council service that tracks every piece of legislation introduced into the legislature. It informs the reader of the date of introduction, committee referrals, dates of progress, whether the legislation has been amended, date of passage in each house and the vote, date of signature by the governor and chapter number.

Decorum - Proper order, etiquette and conduct of members during a floor session.

E&E or Enrolling & Engrossing - The preparation of the final authoritative version of a bill passed by both houses of the legislature. The preparation is performed by the house of introduction and incorporates all amendments adopted and agreed to by both houses.

Emergency Clause - A section inserted at the end of a bill that allows the bill to take effect immediately upon passage and signature of the governor. An emergency clause requires a two-thirds vote of members present and voting in each house. A bill with an emergency clause that does not pass by the required vote goes into effect 90 days after adjournment.

Feed Bill (HB 1) - The bill that funds the operations of the legislature for the legislative session and the continued operations of the legislature for the upcoming fiscal year. This includes the funds for legislative per diem and mileage and the salaries for session and full-time legislative staff. The bill is traditionally introduced as House Bill 1.

Fiscal Impact Report (FIR) - An analysis of a bill, prepared by the legislative finance committee staff, that estimates the effect the bill will have on the state's finances if passed. FIRs address direct and indirect costs as well as revenue changes resulting from the proposed legislation.

Floor - Figure of speech meaning the floor of the house or senate while that body is in session. Referred to as a "place" in the legislative procedure: the bill is "on the floor." Members recognized to speak on debate are said to "have the floor."

Floor Amendments - Amendments offered by a member of the house having the bill under consideration. Floor amendments are submitted after a bill has been placed on third reading/final passage and may only be proposed by the members of the house considering the bill. Each floor amendment is taken up and voted on in the order that it is submitted and, if adopted, becomes a consecutively numbered floor amendment to the bill under consideration.

Floor Substitute - A bill introduced by motion on the Senate Floor which replaces the original introduced bill. It is processed in the same manner as an original bill and retains the same number. It is introduced to the body during third reading of legislation (final passage). The substitute no longer has sponsors.

Gallery - Balconies of each chamber from which visitors may view proceedings of the respective houses.

Honorary Page - One who runs errands and carries messages without compensation in the Legislature.

Interim - The period of time between the end of the legislative session and the beginning of the next legislative session.

Interim Committee - A committee authorized to act as a study or investigatory group during the interim between sessions.

Jacketed Bill - A bill that is formally bound and ready for introduction to the legislature. House jackets are yellow; senate jackets are blue.

Joint Resolution - A proposal generally used to change (amend) or repeal existing provisions of or to add new provisions to the constitution.

Joint Sessions - The assembly of both houses in one chamber (the house).

Journal - The official record of all legislative action in the house or senate. Article 4, Section 12 of the constitution of New Mexico requires that each house keep a journal of its proceedings.

Legislative Day - A legislative day, as opposed to a calendar day, is kept separately by each house. It is a peculiar legislative mechanism that is needed to satisfy certain constitutional legislative requirements such as the reading of legislation on different days.

Lobbyist - A person who represents a particular interest or group of interests before the legislature.

Memorial - An expression of a legislative desire, usually addressed to another governmental body, in the form of a petition or declaration of intent (generally written requests, not demands). Memorials are also used for encomia and condolence, however Joint Rule 6-1 militates against the use.

Messages - Communication between the two respective houses regarding action taken on a bill. Communication with the Governor submitting legislation for consideration and advising of action taken on his/her appointments.

Move the previous question - To end debate and return to the question on the floor.

Original Bill - Refers to the version of a bill as introduced.

Pocket Veto - Legislation which died due to the Governor failing to act within the 20-day prescribed period after adjournment of legislature.

President of the Senate/Presiding Officer - The State Constitution designates the Lieutenant Governor as President of the senate, allowing him to preside over the senate and cast a vote only in the event of a tie.

President's Table - The portion of the daily calendar containing legislation that is ready for floor consideration, but, for a variety of reasons, is set aside for another day. A senator may move a bill to the President's Table and subsequently remove it from the President's Table at a later time.

President Pro Tempore of the Senate - The leader of the senate; elected by all senators; in the absence of the Lieutenant Governor serves as the Presiding Officer.

Quorum - The senate has 42 senators. One over half of the members present constitutes a quorum.

Recess - An interruption or intermission during the course of the day's work.

Reconsideration - A vote may be reconsidered and action taken a second time. The initial vote on any question may be reconsidered whether the question carried in the affirmative or in the negative, but the motion to reconsider must be made by a member who voted on the side that prevailed. A bill may be recalled from the other house for further consideration.

Resolution - A declaration expressing the feeling of that body on a subject.

Roll Call Vote - A vote taken by calling each member's name and obtaining his/her vote.

Roll the Clock - Refers to the changing of a legislative day. The clock may be rolled at any time during a floor session, although it is not required. Alternatively, the clock may be rolled more than once during a floor session.

Rostrum - Podium or desk area at the front of a chamber.

Ruling of The Chair - A decision by the presiding officer concerning a question of order or procedure.

Senate - One house of the New Mexico Legislature consisting of 42 members elected from districts apportioned on the basis of population.

Session - The period during which the Legislature assembles and carries on its business:

Regular -- biennium session:

60-day session - held during odd numbered years

30-day session - held during even numbered years, limited to budgets, appropriations and revenue bills; bills drawn pursuant to special messages of the Governor and bills of the last previous regular session vetoed by the Governor;

Special -- session called by, and limited to matters specified by the Governor;

Extraordinary -- when three-fifths of the members elected to the House of Representatives and three-fifths of the members elected to the Senate shall have certified to the Governor of the State of New Mexico that in their opinion an emergency exists in the affairs of the State of New Mexico;

Daily - each day's meeting; and

Joint - meeting of the two houses together.

Session Laws - The compilation of all the Chapters, the bills the Governor signs, from a legislative session.

Sine Die - A Latin term literally meaning "without day". It normally refers to the final adjournment of a particular session. The term means that the legislature adjourns without appointing a day on which to assemble again.

Special Session - A legislative session other than the regular session that starts on the third Tuesday of January each year. Special sessions may be called by the Governor or the legislature in certain circumstances, as provided in Article 4, Section 6 of the Constitution of New Mexico.

Standing Committee - A committee of a house to which bills, memorials or resolutions are referred for consideration and recommendation to the body.

Statute - A bill that has been signed by the Governor.

Substitute Bill - A bill introduced to the body by committee report or substituted on the floor which replaces the original introduced bill. It is processed in the same manner as an original bill and retains the same number. The substitute no longer has sponsors.

Third Reading - Each bill introduced must be read three times before final passage. The third reading occurs when the measure is taken up on the floor of either house for final passage.

Veto - A power vested in the Governor to prevent the enactment of measures passed by the Legislature by returning them, with objections, to the Legislature. A two-thirds vote of members present and voting of each body is required to overturn a veto.

The Seal of the State of New Mexico is a circular emblem. It features an eagle with its wings spread, perched on a cactus and holding a snake in its beak. The words "SEAL OF THE STATE OF NEW MEXICO" are inscribed around the perimeter of the seal.

CHARTS

How a Bill Becomes Law

Senate Chamber Seating Chart

Floor Plan of Capitol - First Level

Floor Plan of Capitol - Second Level

Floor Plan of Capitol - Third Level

Floor Plan of Capitol - Fourth Level

Underground Parking